

117-5-2. Provisional classification; supervised experience requirements. (a) Each provisional licensed appraiser's work in developing, preparing, or communicating an appraisal report shall be directly supervised by a supervising appraiser, ~~who shall be either a state licensed or certified appraiser in good standing as specified in K.A.R. 117-5-2a.~~

(b) ~~For the purpose of this regulation, "good standing" shall mean that all of the following conditions are met:~~

~~(1) The certified or licensed appraiser is not currently subject to a board approved consent agreement and order that prohibits supervision.~~

~~(2) The certified or licensed appraiser is not subject to a summary order or final order that includes terms that prohibit supervision.~~

~~(3) The appraiser's certificate or license is not suspended or revoked.~~

(e) Each appraisal report shall be signed by the provisional licensed appraiser or by the preparer of the report who supervised the provisional licensed appraiser, certifying that the report is in compliance with the uniform standards of professional appraisal practice of the appraisal foundation in effect at the time of the appraisal.

~~(d)~~ (c) If the provisional licensed appraiser does not sign the appraisal report, the preparer shall describe, in the certification section or in the dated and signed addendum to the certification page of the appraisal report, the extent to which the provisional licensed appraiser provided assistance in developing, preparing, or communicating the appraisal through generally accepted appraisal methods and techniques.

~~(e) Each supervising appraiser shall be responsible for the supervision of the provisional appraiser by performing the following:~~

~~(1) Reviewing, before the signing of the certification section or addendum, each appraisal report that the provisional licensed appraiser prepared or provided assistance in developing, preparing, or communicating; and~~

~~(2) personally inspecting each appraised property with the provisional licensed appraiser until the supervising appraiser determines that the provisional licensed appraiser is competent, in accordance with the competency provision of the uniform standards of professional appraisal practice (USPAP), as specified in K.A.R. 117-8-1, for the property type.~~

~~(f)~~ (d) Each provisional licensed appraiser shall be permitted to have more than one supervising appraiser.

~~(g)~~ (e) Each provisional licensed appraiser shall maintain an appraisal log. ~~This log shall, at a minimum, include the following for each appraisal report:~~ in a format prescribed by the board, listing the appraisal reports completed by the applicant within the five-year period preceding the date of application.

Each entry on the log shall include

- ~~(1) The type of property;~~
- ~~(2) the client's name and address;~~
- ~~(3) the address of the appraised property;~~
- ~~(4) a description of work performed;~~
- ~~(5) the number of work hours; and~~
- ~~(6) the state license or certification number and the signature of the supervising appraiser, which shall serve as verification of the accuracy of the information specified in this subsection.~~

~~(h)~~ (f) Each provisional licensee licensed appraiser shall maintain a log of appraisals completed with each separate supervising appraiser.

~~(i) (g) After one year as a provisional licensed appraiser, the individual shall be required to meet the continuing education requirements for licensed or certified appraisers, as set forth in K.A.R. 117-6-1. In order to be licensed as a real property appraiser, certified as a general real property appraiser, or certified as a residential real property appraiser, the provisional licensed appraiser shall complete the experience requirements listed in K.A.R. 117-2-2, K.A.R. 117-3-2, or K.A.R. 117-4-2, within five years of being issued the provisional license.~~

(h) The requirements for real property appraisal experience specified in K.A.R. 117-2-2(a)(2), K.A.R. 117-3-2(a)(3), and K.A.R. 117-4-2(a)(2) shall be met by time involved in the appraisal process. The appraisal process shall consist of the following:

(1) Analyzing factors that affect value;

(2) defining the problem;

(3) gathering and analyzing data;

(4) applying the appropriate analysis and methodology; and

(5) arriving at an opinion and correctly reporting the opinion in compliance with the national uniform standards of professional appraisal practice. (Authorized by and implementing K.S.A. 58-4109; effective April 24, 1998; amended Dec. 5, 2003; amended P-_____.)